



American Consulate General, Chennai

April 30, 2008

Vacancy Notice **(Re-Advertised)**

American Consulate General, Chennai, is seeking an individual for the position of Scientific Affairs Specialist in its CDC office at Chennai.

Position is re-advertised. Applicants who applied for the earlier announcement (CHE-PSAP-2008-10) may not apply again.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed and signed forms will be considered. (Refer to application procedure below)

Only those applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2008-10-R1

OPEN TO: All Interested Candidates

POSITION: Scientific Affairs Specialist

NUMBER OF POSITIONS: One (CDC/MLA-004)

OPENING DATE: April 30, 2008

CLOSING DATE: May 13, 2008

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/NOR:** Grade: FP-04*
Ordinarily Resident: Grade: FSN-11*

* Starting salary & grade will be determined on the basis of qualifications, experience and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

Incumbent is recognized by American and Indian public health practitioners as a reliable and valuable resource for HIV/AIDS in India. In his/her capacity as Health Specialist with the US Department of Health and Human Services, Centers for Disease Control and Prevention's Global AIDS Program, (GAP) in South India (placed in Chennai) the employee provides program, coordinative, advocacy and some technical input for primary prevention, training, infrastructure support for surveillance and laboratory services, and HIV/AIDS care and support. The incumbent's primary focus is in South India, however he/she is also expected to provide guidance in GAP programs established in other states and for expanding activities to other parts of India.

Incumbent is required to develop and foster relationships with a wide variety of individuals within India, at both the Government and NGO levels, CDC, Atlanta, within the US Public Health Service, the US Department of State, and others involved in HIV/AIDS programs internationally. Incumbent provides program management and public health communications and documentation expertise to all programs, with special emphasis on public private partnership and institutional capacity building.

Incumbent is expected to perform independently as well as in a team, and performs a variety of project implementation, support and planning activities for GAP, India.

QUALIFICATIONS REQUIRED:

- Masters degree in health, social sciences or communications is required. BS or equivalent in a science or health-related subject is required.
- A minimum of four years in work involving training, writing and public health project management and administration is required. Prior experience in data analysis, communications (including writing in English) and contact with organizations representing various government and non-government sectors is necessary. Prior work in a management position is required.
- Level IV (fluency) in English and Level III (good working knowledge) in any Indian language is required.
- Thorough understanding of knowledge of public health systems (including health statistics), social systems, politics, economy, society and history of south India; knowledge of US public health system; understanding of Indian and US customs procedures for shipment of scientific equipment and materials.
- Ease and familiarity with various software packages and computer programs, including spreadsheets, power point and basic statistical programs is essential.
- High level of initiative and creativity is required. Ability to develop and maintain an extensive range of high level contacts in public and private sector in India and the U.S. Ability to synthesize health, political, economic and social issues and communicate information both orally and in writing including outlining and drafting accurate and perceptive reports and research project results.
- Incumbent must also have keen organizational and management skills in order to follow and track highly complex and time-limited activities. Incumbent must be willing and able to travel internationally and within India.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website
http://chennai.usconsulate.gov/job_opportunities.html

Click on "Application for Employment" hyperlink.

2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Juliana K Ballard
Management Office
220 Anna Salai
Chennai 600 006
or
FAX: 2857 4455/ 2811 2020

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2857-4000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business May 13, 2008.

An Equal Opportunity Employer